

OTE 81-6749

DD/A REGISTRY

FILE: *Liaison*

MEMORANDUM FOR: Director of Personnel

VIA: Security Officer, OTE
Deputy Director for Administration
Contract Personnel Division, OP

FROM:

Director of Training and Education

SUBJECT: Memorandum of Oral Agreement

1. The following individuals have been retained under contract to provide instructional services in conjunction with the China Familiarization Course. The effective dates of these contracts are 2-6 November 1981 unless sooner terminated by actual notice to subject.

Name and Address	Employer	Security Facility Access Approval	Fee & Source of Earnings on Form 1099
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2. These individuals are to be paid under Fan Account No. 1275-3100 on a fee-per-task basis in the amounts cited above on certification that the tasks have been successfully completed. Income tax is not to be withheld, but Form 1099 is to be issued in conformance with Federal income reporting requirements.

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